Human Resources

Recruitment and Hiring Process

Applicants for positions must submit an online application with the District Human Resources Office.

When a regular or permanent position is established, the department head shall request, through administrative channels, to the Human Resources Office that the position be filled.

The Recruitment period for a vacant position should be a minimum of three (3) weeks and should not exceed six (6) weeks. In addition to the District website and the California Community College (CCC) Registry; District recruitment efforts may be expanded by advertising vacant faculty and staff through profession specific publications and professional organizations. The District will recruit broadly and will screen candidates for qualifications, skills, and abilities as they relate to the vacant position.

I.   Competitive Selection Procedures

A. Area prepares and submits a "Request to Announce" form. A "Request for New Position" form must also be submitted for classified positions not already existing on the approved classification list. These documents are routed for approval beginning with the area administrator. Once approved, Human Resources will contact the area administrator regarding the notice of vacancy.

B. Assemble committee participants for the screening committee. Committee should be diverse in terms of gender, race/ethnicity, and employee classification to the best extent possible. The screening committee chair will be the hiring manager or other Leadership Team Member designee. The composition of the screening committee must be approved by Human Resources.

  1. CLASSIFIED & MANAGEMENT screening committees will have representation from the following:

- Classified bargaining unit, per the CSEA contract
- Classified Senate (Columbia College): An equal number of classified representatives will be recommended from the CSEA and Classified Senate for administrative, leadership, and classified vacancy screening committees (i.e., if there is one classified member representing the CSEA there will be one classified member representing the Classified Senate).

- Academic senate (where applicable), per recommendation of the screening committee chair in consultation with the respective college's academic senate.
- Leadership Team, per recommendation of the screening committee chair in consultation with the Leadership Team Advisory Council (LTAC).
- Students will not be allowed on a screening committee unless there is a need for an exception. College President will determine if an exception is to be made.
- COLUMBIA COLLEGE NOTE: College President reviews the recommended screening committee composition prior to sending forward to HR.

2. FACULTY screening committees will consist of at least three (3) members, including the screening committee chair, with the additional two (2) members recommended by the screening committee chair in consultation with the respective college's Academic Senate.

   It is good practice for a faculty screening committee to include other constituent groups; i.e. Classified and Management. The incorporation of other constituent groups expands objectiveness and fosters an environment of inclusiveness and diversity:

   i. Faculty screening committees should have representation from the following:

- Classified bargaining unit, per the CSEA contract
- Classified Senate (Columbia College): An equal number of classified representatives will be recommended from the CSEA and Classified Senate for administrative, leadership, and classified vacancy screening committees (i.e., if there is one classified member representing the CSEA there will be one classified member representing the Classified Senate).
- Leadership Team, per recommendation of the screening committee chair in consultation with the Leadership Team Advisory Council (LTAC).
- Students will not be allowed on a screening committee unless there is a need for an exception. Human Resources will determine if an exception is to be made.
- Once the approved committee convenes, a screening committee co-chair may be selected.
- COLUMBIA COLLEGE NOTE: College President reviews the recommended screening committee composition prior to sending forward to HR

C. Chair verifies with Human Resources that screening committee members have received training in Equal Employment Opportunity (EEO) and diversity practices and committee members' signed Confidentiality Statement is on file with Human Resources.

D. Prior to use, Chair submits to Human Resources for approval the projected recruitment time lines noting key dates, such as application review period and committee meetings, and screening committee instruments, such as an application score sheet.

E. Applications are screened by committee members and a composite rating is compiled. Chair submits the applicant rating composite to Human Resources for approval prior to scheduling interviews. Human Resources will review the applicant pool to determine if there is an adverse impact.

F. After approval of application rating composite is received from Human Resources, Chair (or designee) may schedule interviews. Chair submits to Human Resources for approval additional screening committee instruments, such as interview rating sheet, interview questions, and interview testing materials (when applicable). Allow a minimum of two business days for approval.

G. CLASSIFIED & MANAGEMENT candidate interviews take place as described below:
   1. Screening committee interviews candidates
   2. After screening committee interviews are complete, each committee members' rankings are compiled on an interview composite rating summary and submitted to Human Resources for review and approval.
   3. Based on committee rankings and discussions, Chair is responsible to communicate recommendation for:
      a. Hire, then move to step I; or,
      b. Second level interviews to the division's vice president.
         i. Forward copies of applications for the second level interviewees to division's vice president
         ii. Second level interviewer (or designee) will schedule second level interviews.
         iii. Second level interviewer communicates conclusion and recommendation with committee chair.
         iv. Move to step I.

H. FACULTY candidate interviews take place as described below:

   1. Columbia College:
      a. Screening committee interviews candidates (part 1 of the interview)
      b. Directly following the screening committee interview, the College President will interview candidates (part 2 of the interview).
      c. After screening committee interviews are complete, each committee members' rankings are compiled on an interview composite rating summary.
      d. After College President's interviews are complete, the College President reviews the interview composite rating summary and meets with the screening committee. This meeting will be one of discussion and will provide the screening committee with an opportunity to bring forward their top rankings to the College President. The College President will communicate to the screening committee the candidates that will move forward, in ranked order, for reference checks.

      e.   After screening committee interviews are complete, each committee members' rankings are compiled on an interview composite rating summary and submitted to Human Resources for review and approval.

    2. Modesto Junior College (MJC):
        a.   Screening committee interviews candidates
        b.   After screening committee interviews are complete, each committee members' rankings are compiled on an interview composite rating summary and submitted to Human Resources for review and approval.
        c.   Based on committee rankings and discussions, Chair is responsible to communicate recommendation for second level interviews to the division's vice president.
             i.   Forward copies of applications for the second level interviewees to division's vice president.
             ii.   Second level interviewer (or designee) will schedule second level interviews.
            iii.   Second level interviewer communicates conclusion and recommendation with committee chair.

I.   Chair or second level interviewer will conduct three reference checks for the top candidate from the finalist pool. Human resources provides a template reference check document online.

J.   Provided reference checks are satisfactory, contact may be made with the candidate to discuss tentative first day of employment. At all times, employment is subject to approval by the YCCD Board of Trustees. Example: "*The [President, Vice Chancellor, Chancellor] would like to* **recommend** *you to the YCCD Board of Trustees for the position of [position]. Upon final* **approval by the Board** *you may begin your employment on [date].*"

K.   Recommendation of hire is made to the Chancellor and Board of Trustees by the college president or area vice chancellor. A "Request for Board Agenda Item/YCCD Payroll Action Form" will be prepared by the area administrator and routed through the approval process. Initial salary placement is determined in accordance with applicable bargaining unit agreement and Leadership Team Handbook.

L.   Chair is responsible to forward all committee/candidate information to Human Resources upon conclusion of the screening committee's work.

M. Coordinate On-Boarding – New Employee Orientation with Human Resources (when applicable)